

Minutes of the Finance Committee

Wednesday, August 8, 2012

Chair Haukohl called the meeting to order at 8:30 a.m.

Present: Supervisors Pat Haukohl, Pamela Meyer, Richard Morris, Dan Draeger, Cathleen Slattery, Bill Zaborowski, and Larry Nelson.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Accounting Services Manager Larry Dahl, Principal Financial Projects Analyst Bob Ries, Budget Manager Keith Swartz, Senior Financial Budget Analyst Clara Daniels, Budget Management Specialist Linda Witkowski, and Administration Director Norm Cummings. Recorded by Mary Pedersen, County Board Office.

Review End User Cost Allocation Plan

Dahl referred to his report titled "End User Technology Fund (EUTF) Overview" which included information on trends, history, tax levy subsidy shift to EUTF departments, cost allocation bases, 2013 preliminary EUTF allocations, server point allocations, budget process, and 2012 highlights.

Dahl explained this total cost of ownership concept, first established in 1996, is more of an art than a science. The major objective is to allocate costs based on IT resources consumed and provide opportunities to create cost savings through good decisions. Actual technology costs are charged to departments based on usage. In 2012, the remaining tax levy was shifted out of the EUTF fund and to County departments. Total expenditures for 2013 are budgeted at \$5.4 million which includes user, server, connection, and equipment replacement costs. The proposed 2013 budget was limited to an \$81,700 increase (1.5%) countywide and it reduces usage of the EUTF fund balance by \$101,900. Ries said departments are encouraged to use virtual servers which are most cost effective. Willing departments will have lower point totals which in turn lowers their charges. Dahl said the incentives are gradually working and staff are looking at ways to use common applications as opposed to having their own specialized applications.

Capital Projects Status Report for Six Months Ended

Witkowski discussed her report as outlined which included information on project title/department, current and future appropriations, expenditures to date, balance, and percent complete (design, bid, and construction). The projects were airport, buildings, highways, Parks & Land Use, Clerk of Courts, Treasurer, Federated Library, Register of Deeds, and information technology related. No major concerns were raised during the discussion.

MOTION: Zaborowski moved, second by Morris to accept the capital projects status report for six months ended. Motion carried 7-0.

Mid-year Department of Administration Budget Status Report

Continuing from the last meeting, Cummings completed the update on the department's major departmental strategic outcomes and objectives as outlined in the 2012 adopted budget book. No major concerns were raised and the objectives will be met as scheduled. Cummings discussed Collections Objective #1 in detail which is to achieve a reduction greater than 75% in the amount of

time staff spends on Human Services referral processing. Changes were made to reduce the amount of Health & Human Services staff time spent entering batches into the system – a 50% return. He expects further reductions within the next six months which will decrease the need for clerical assistance and save a lot of money. A new objective pertaining to this objective will be included in the proposed 2013 budget.

MOTION: Morris moved, second by Nelson to accept the mid-year Department of Administration budget status report. Motion carried 7-0.

Approve Minutes of 7-18-12

MOTION: Draeger moved, second by Morris to approve the minutes of July 18. Motion carried 7-0.

Schedule Next Meeting Dates

- August 22

Chair's Executive Committee Report 7-23-12

Haukohl highlighted the following items discussed at the last Executive Committee meeting.

- Heard an update on information technology projects.
- Heard a report on the County Board supervisors' survey results. Copies will be distributed to the Finance Committee.
- Reviewed the internal audit plan and approved an amendment to review the change orders process, particularly from vendors involved with the new human services building as these add to our cost.
- Approved six appointments.
- Heard a report from the Waukesha Business Alliance, also referred to as the countywide chamber of commerce. Their focus includes four major policy areas: consolidated services, economic development, education and employee skills, and infrastructure. Chair Decker is trying to bring various county economic agencies together for collaboration on these issues.
- Reviewed the chair's duties and job description, an ongoing discussion and a work-in-progress.

Special Revenue Funds Report for Six Months Ended

Swartz and Daniels were present to review their report for the various departments/funds (excluding Community Development Block Grant). The report indicated year-end favorable results for most of the Special Revenue Funds. Public Works Transportation Fund year-end estimates are projected to be favorable mainly due to lower expenditures related to the favorable weather conditions in the first quarter of 2012 and anticipated higher state reimbursements in the second half of 2012 for additional state highway work being requested by the State Department of Transportation under the Routine Maintenance Agreement (RMA).

MOTION: Zaborowski moved, second by Meyer to accept the Special Revenue Funds report for six months ended. Motion carried 7-0.

Contingency Fund for Status Update

Swartz distributed copies of "Summary of 2012 Contingency Fund Transactions as of July 31, 2012." The first, second, and third quarter balances were \$1,200,000; \$1,140,000; and \$752,700, respectively. Two expenditures were needed during the second and third quarters totaling \$447,300

for the County Clerk's Office (election and election process related). Swartz noted Governor Walker recently appointed Representative Rich Zipperer to a cabinet position. Contingency funds will be needed to cover the cost of a special election to fill his seat in the legislature. To answer Haukohl's question, Swartz said the cost is unknown at this time.

State Legislative Update

Spaeth indicated she is working to schedule our 17 state legislators to attend the Executive Committee to discuss various County issues. Hopefully these meetings will be held on a quarterly basis. She is compiling a list of available tours for interested legislators to learn more about County departments and how we administer our programs and services.

Spaeth advised the 911 Study Committee met in July which she described as very interesting. Emergency Preparedness Director Rich Tuma is a member of this committee. Spaeth said he did a great job representing the County and is seen as an expert in this area. A consultant gave a presentation on Next Generation 911 which involves videos and text messages that can be sent to call centers and how we can catch up to this technology. 911 funding was also discussed and this committee will look at whether cell phone user fees will continue to go into the State's general fund or be disbursed to counties to fund this area. Also being reviewed is the 45 cent land line fee and how these revenues are decreasing.

MOTION: Morris moved, second by Nelson to adjourn at 10:44 a.m. Motion carried 7-0.

Respectfully submitted,

William J. Zaborowski
Secretary